



MARCH 2016

Sample Due Diligence Letter – General Purpose

Glenn Hegar

Texas Comptroller of
Public Accounts

Holders are required to mail a notice by May 1 to all owners of properties over \$250 that are due to be included in their July report. The following is an example of a due diligence notice that can be modified to describe the specific type of unclaimed property you are holding.

As required by Texas Property Code Sec. 74.1011 (a), you must include the following information in your due diligence notice:

1. You, the holder (insert company name), are holding the property; and
2. You, the holder (insert company name), may be required to deliver the property to the Texas State Comptroller on or before July 1 if the property is not claimed.

Date

Missing Owner Name

Missing Owner Last-Known Address

City in Texas, Texas 77000

Our records show that we, XYZ Company, are holding unclaimed property that may belong to you. We also have not had direct contact with you since mm/dd/yyyy. The check or identifying number for the \$ 0,000.00 we are holding is Nbr. 123456 and the item is dated mm/dd/yyyy.

Under Texas state law, we will be required to deliver this property to the Texas Comptroller of Public Accounts, on or before July 1 if the property is not claimed. Please complete the information below and return this letter to XYZ Company no later than mm/dd/yyyy, so that we may meet our unclaimed property reporting obligations. Do not forget to sign and date your response.

_____ I am entitled to the above referenced property. Please issue a new check and mail to the following address: _____

_____ I am not entitled to the above referenced funds or these funds have already been paid to me.

_____ I am aware of these funds and choose not to claim them at the present time.

_____ Please change the address on my account to: _____

Owner signature

Date signed

Your response is appreciated. Please contact us at (999) 999-9999 if you have any questions.

Sincerely,

XYZ Company

SAMPLE

FOR MORE INFORMATION,
VISIT OUR WEBSITE AT
Comptroller.Texas.Gov.

CONTACT US
up.holder@cpa.texas.gov

OR CALL
HOLDER REPORTING SECTION
1-800-321-2274,
option 2.